

## St. Kilian Technology Committee Meeting Agenda

Steve Hamilton	Mike Fritz	Kim Wiedmeyer
Mary Rauch	Mike Stahnke	David George
Greg Kubisch	Jason Hook	
Danny Dulak	Chris Hugi - ETA	
Jeremy Olejnik	Jason Schnitzler	

### 2015/2016 Meetings Dates:

Aug-26 Sep-30 Oct-28 Nov-18 Dec-16 Jan-27 Feb-24 Mar-23 Apr-27 May-25

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**August 26, 2015**  
**5:30 PM – Library**

#### I. Review & Approve Meeting Minutes

#### II. Reports

##### a. ETA Service/Reports

- i. New Information
- ii. Repurposing the Damaged Smartboard Update
- iii. Printing from Chrome Books – Chris sent info on what is needed for printing from the Chrome books, basically just a configuration that needs to be set up on the network that would take a couple hours to configure. We should look into having this set up.
- iv. Scanner by Diane – Can it be a printer? Looked at the unit and determined it was a printer. Greg will look for a manual, would be nice if we could use this device for scanning and faxing as well and eliminate the older fax machine located in the office.
- v. Copy Machine in Teachers' Lounge – Ethernet connection on unit and wall? The printer in the lounge has a network jack in the back so that end is good. There is also a network jack in the wall but the computer in the lounge is plugged into it. Steve has a small switch he can bring in so we can connect the computer and the printer. From there we need Chris to configure the server to see the printer.
- vi. Laptop for Sue Hill – Go ahead and purchase along with unit for Mary and the art room.
- vii. Eliminate classroom PC's? Some teachers want to see the classroom computers go away. Steve will talk to teachers who want to keep them and see if it makes sense to add the removed one to the rooms that want to keep them.
- viii. Cleaning update – Cleaning wraps up this coming Friday with the laptops, other areas were done but need to wait for teachers to come in so they could get the laptops taken care of.

#### III. Old Business

##### a. Discuss Progress of Tablet Program

- i. Tablet Program Update – Tablets are ready to go, have to carts available to be used. 1<sup>st</sup> and 2<sup>nd</sup> grades are showing interest in using the. Mary has the names entered for students, just need to set up passwords.
- b. Online Forms – Next step? Ownership? How do we make a one form process? Athletics committee is finding that parents prefer to fill out one form vs. many individual ones. We need to look at what forms we want to potentially add this year. Phone Agreement, plant sale, registration...

#### IV. New Business

- a. Treasurer – Currently have an account officially set up, plan for management going forward? Received a copy of the balance in the technology committee account. Was much

different than what we were left with last year, however this was a specific account set up for the committee. Jason Schnitzler offered to take part in the financial side of the committee, will reach out to him and continue to work on getting regular updates from accounting.

- b. Lego Club Updates – Club is moving forward, first meeting is on Labor Day.
- c. Website Ownership – Need to identify someone to take on the website and manage it.
- d. Smart Board Maintenance? Currently have one of each bulb for the boards on hand. Figure \$500-\$800 for maintenance annually.
- e. St. Kilian Open House August 31rst 2-7pm – Volunteers – Kim volunteered to do a shift as well as Jeremy & Greg. Plan is to put out some tablets and a cart if we are able to. Will also reuse the old trifold.
- f. Meeting format changes?? Adding a prayer at the beginning of each meeting. Also going to look at having individuals take lead on projects/systems/services and report out each meeting. Greg will send out list for people to pick from.
- g. Elections? Kim offered to take on the secretary role and begin handling the minutes.
- h. Moved smart table into the 3k room

### **2015-2016 Goals List**

- a. Goals